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1. DOCUMENT AMENDMENT TABLE

VERSION	PREPARED BY	DATE	AMENDMENT
1	Senior Security Advisor	02/09/2011	Initial DRAFT
2	Senior Security Advisor	17/03/2014	Review and rewrite document into new PPA Pilbara Ports document template.
3	Security Superintendent	14/09/2015	Review and update the document due PPA amalgamation and re-write into the new PPA document template.
4	Security Superintendent	23/11/2016	Update and amalgamation of Dampier protocols.
5	Security Superintendent	28/06/2017	Inclusion of Dampier access types and non-MSIC holder escorted access to Land-side Restricted Zones.
6	Security Team	23/04/2020	GAV cards removed; Temporary MSIC's, Port of Ashburton and suspension of access for card holders who have not accessed a PPA site for more than 6 months added.
7	Security Supervisor	17/09/2020	Updated Port of Ashburton email contact details.
8	Security Superintendent	21/12/2020	Removed General Manager Operations (GMO) and replaced with General Manager Marine (GMM) and General Manager Terminal Operations (GMTO). Section 6.1, 9.6.1, 9.6.3, 12.3 and 12.4 updated.
9	Security Manager	08/06/2023	Biennial review
10	Security Manager and Security Supervisor	17/10/2023	Dampier BLB, Security Sensitive Areas added, and Union ROE Flowchart updated. GAV Card reinstated. Addition of Perdaman and Dampier Cargo Wharf Extension project exemptions. Section 4, 7.5, 7.6, 7.7, 10.2, 15.1, 16, 17 and 17.1. TOC updated.

2. OBJECTIVE

This procedure details the responsibilities and actions required to regulate and control the movement of personnel into and out of designated Pilbara Ports Authority (PPA) port facilities. It applies to all personnel and visitors wishing to gain access to PPA port facilities. Although lease holders within PPA port facilities may have additional requirements for access control, this procedure sets the minimum requirements for compliance.

This procedure will also enable the following objectives to be met by the PPA:

- ensure that all personnel (including visitors) are granted access only to the extent of their authorisations and operational need; this includes all maritime security zones;
- ensure that only personnel who have successfully completed the relevant site inductions gain site access;
- account for all personnel on site during an emergency;
- protect the PPA from unexpected actions by unauthorised person(s);
- maintain source documents to verify personnel access authority and record of inductions;
- provide a system for determining who is authorised for admittance and who is not, as part of an effective security loss prevention program; and
- reduce the possibility of external threats, including but not limited to theft, sabotage, acts of terrorism and industrial espionage.

3. SCOPE

This procedure applies to all security regulated port facilities under PPA's control.

4. DEFINITIONS AND ACRONYMS

The list below includes common definitions and acronyms used within this procedure.

Term	Meaning
Act, the	<i>Maritime Transport and Offshore Facilities Security Act 2003</i>
Authorised Entities	A person who is authorised to approve mobilisation of personnel who will be engaged in activities directly related to the Perdaman and Dampier Cargo Wharf Extension projects.
Authorised Person	A person who has met the relevant site requirements and has been authorised to enter a port facility by an Authorised Entity or Site Response Person.
CISC	Department of Home Affairs, Cyber and Infrastructure Security Centre
Employee	In relation to a maritime industry participant, means an individual: (a) employed by the maritime industry participant; or (b) engaged under a contract for services between the individual and the maritime industry participant.

Escort	A person who has been assigned to accompany, continuously monitor, and safeguard visitors to site.
Gallagher	Electronic access control system
Harbour Master	A person appointed under section 102 (<i>Port Authorities Act 1999</i>) as the Harbour Master or acting Harbour Master of a port or authorised under that section to perform the Harbour Masters functions.
Land-side Restricted Zone (LRZ)	Means a type of port security zone, established by the Secretary under subsection 102(1) of the Act, that comprises an area of land or a structure connected directly or indirectly to land, to which access is controlled, within the boundaries of a port facility or of land under the control of a port operator.
Large Groups	Groups of 10 x visitors or more.
Low-volume Access	Less than 5 x visits in a 12-month period.
Maritime Security Guard (MSG)	Has the meaning given by subsection 162(1) of the Act
Maritime Security Identification Card (MSIC)	Means a blue MSIC.
Photographic Identification (ID)	A document issued by a competent statutory authority (government) which displays both the name and photograph of the holder. (e.g., driver's licence, passport, Maritime Security Identification Card, Dangerous Goods Security Card, or other government issued identity document with a photograph.
Port	Has the meaning given by section 12 of the Act
Port facility	Means an area of land or water, or land or water within a security regulated port (including any buildings, installations, or equipment in or on the area) used either wholly or partly in connection with loading or unloading of security regulated ships.
Port facility operator	Means a person who operates a port facility.
Port operator	Has the meaning given by subsection 14(1) of the Act
Regulations, the	<i>Maritime Transport and Offshore Facilities Security Regulations 2003</i>
Right of Entry (ROE)	Is a completed entry permit under section 512 of the <i>Fair Work Act 2009</i> , which gives notice that a union official proposes to enter a PPA site.
Security Core Group	Port Security Officers, Security Manager and Security Supervisors.
Security Team	Security Manager, Security Supervisor and MSIC Coordinator.
Site Responsible Person (SRP)	A designated person who confirms an applicant's operational need to access a PPA port facility and approves the duration of access and areas to access (e.g., Contract Manager, Project Manager, Licensee Managers).
Visitor	A person requiring access to a PPA site that has not met all the PPA access requirements.

<p>Water-side Restricted Zone (WRZ)</p>	<p>(1) A port security zone, established by the Secretary under subsection 102(1) of the Act, that comprises an area of water within a security regulated port is a water-side restricted zone if:</p> <p>(a) the area is one where a security regulated ship may berth, anchor or moor; and</p> <p>(b) access to the area is controlled.</p> <p>(2) A water-side restricted zone extends below the water level to the seabed and under any wharf adjacent to the zone.</p>
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5. REFERENCES

This document should be read and applied in conjunction with the following supporting documents:

- Security Policy
- Maritime Security Guard Procedures
- Port of Ashburton Maritime Security Plan
- Port of Dampier Maritime Security Plan
- Port of Port Hedland Maritime Security Plan

6. RESPONSIBILITIES UNDER THIS PROCEDURE

The following positions are responsible for fulfilling the responsibilities outlined below:

6.1 Security Manager

The Security Manager is responsible for perimeter security, management, and performance of the security services contract and for ensuring that the Gallagher Electronic Access Control System (Gallagher):

- is documented and fully compliant with PPA Information and Communication Technology (ICT) third party guidelines;
- is compliant with applicable legislation;
- uses PPA project methodologies for all installations or changes;
- is (where possible) supported by PPA ICT;
- maintains inventories for critical spares; and
- has appropriate redundancy and backup systems in place.

6.2 Security Supervisor

The Security Supervisor is responsible for the day-to-day management of the resident security contractor at PPA sites and for the enforcement of the Site Access Control Procedure when required.

The Security Supervisor can also authorise onsite drug and alcohol tests for site access purposes. This is to be done with discretion and only under exceptional circumstances when deemed it may impact PPA operations or reputation.

The Security Supervisor can also authorise on site drug and alcohol tests for PPA personnel requiring a drug and alcohol screen as part of the site access requirements.

6.3 MSIC Coordinator and MSIC Administration Officers

The MSIC Coordinator and MSIC Administration Officers are responsible for administration of Gallagher by ensuring that all personnel who require access to PPA operated port facilities satisfy the following requirements:

- have completed the relevant site inductions (no older than 30 days);
- have completed a Site Access Application Form approved and signed by their employer or the entity engaging the person, or the applicant if self-employed;
- the Site Access Application Form has been approved by a Site Responsible Person;
- have provided a drug and alcohol screen (no older than 30 days), if being inducted for the first time or when renewing their access card and their induction has expired by more than six months;
- have provided photographic identification (e.g., driver's licence, passport, Maritime Security Identification Card, or other government issued identity document with a photograph); and
- have ensured there is no access suspension/refusal recorded in the persons cardholder notes in Gallagher.

The MSIC Coordinator and MSIC Administration Officers are also responsible for entering card holder details into Gallagher and for the printing and issuing of access cards.

6.4 Maritime Security Guards

Maritime Security Guards (MSGs) are responsible for:

- controlling access to PPA port facilities, ensuring that there is no unauthorised entry;
- issuing and return of visitor passes;
- issuing and return of TAP cards;
- conducting face to card checks of PPA access cards and MSICs ensuring that the person in possession of the card is the person whose name and photo appear on the card;
- recording and monitoring of LRZ visits in Gallagher; and
- responding to and investigating 'no zone privilege' alarms generated in Gallagher.

7. UNESCORTED ACCESS

The sections below detail the measures that apply to personnel who require unescorted access to a PPA port facility:

7.1 Inductions

Mandatory inductions must be completed for each site based on user profiles and requirements. The minimum requirement for any person is the completion of the following modules:

- Health and Safety;
- Security;
- Environment and Heritage;
- Take5/JHA; and
- a site-specific module for the site they have an operational need to access e.g. (Eastern Harbour, Utah, Dampier, and Ashburton).

Personnel who will be appointed as an Isolation Officer while working in a PPA port facility must complete the Isolation Officer induction module. All other personnel who will be involved in isolations while working in a PPA port facility must complete the Isolation and Tagging Personal Lock Holder induction module.

7.2 Access Groups (Sites)

When a person is authorised to receive an access card, the Site Responsible Person (SRP) will need to carefully consider the areas (sites) the person has an operational need to access during their work.

7.3 Duration of access

It is the SRPs responsibility to approve the duration of the access to the PPA sites that the person has an operational need to access. Access is approved for a maximum of two years from the date of the induction or the contract/project completion (e.g., during plant shutdown maintenance) - access may only be granted for the duration of that work schedule.

Gallagher will automatically suspend access when a card holder does not access any PPA site for more than six months. Reinstatement of access for card holders who have not accessed a PPA site for more than six months is detailed in **Section 13.1**.

7.4 Monitoring and review

It is the SRPs responsibility to ensure that the personnel they approve to access PPA sites have a bona-fide operational need for being on the site. Authority to access the port facilities may be removed by the SRP at any time. PPA will provide a list of personnel currently approved to access PPA sites when requested by the SRP.

7.5 Perdaman and Dampier Cargo Wharf (DCW) Extension Projects

Authorised Entities, or a SRP, must provide a weekly list, or provide amendments to previous lists, containing the names of the personnel, including the duration of access required and their employer, to the Dampier MSIC Office (msic.dampier@pilbaraports.com.au), PPA Security Team (ppa.security.team@pilbaraports.com.au) and the

Maritime Security Guards (securitygate.dampier@pilbaraports.com.au) of personnel who will be required to work on their contracts. These cardholders are exempt from requiring an MSIC to access port facility, however, must remain within the areas defined on the map in **Section 7.6**.

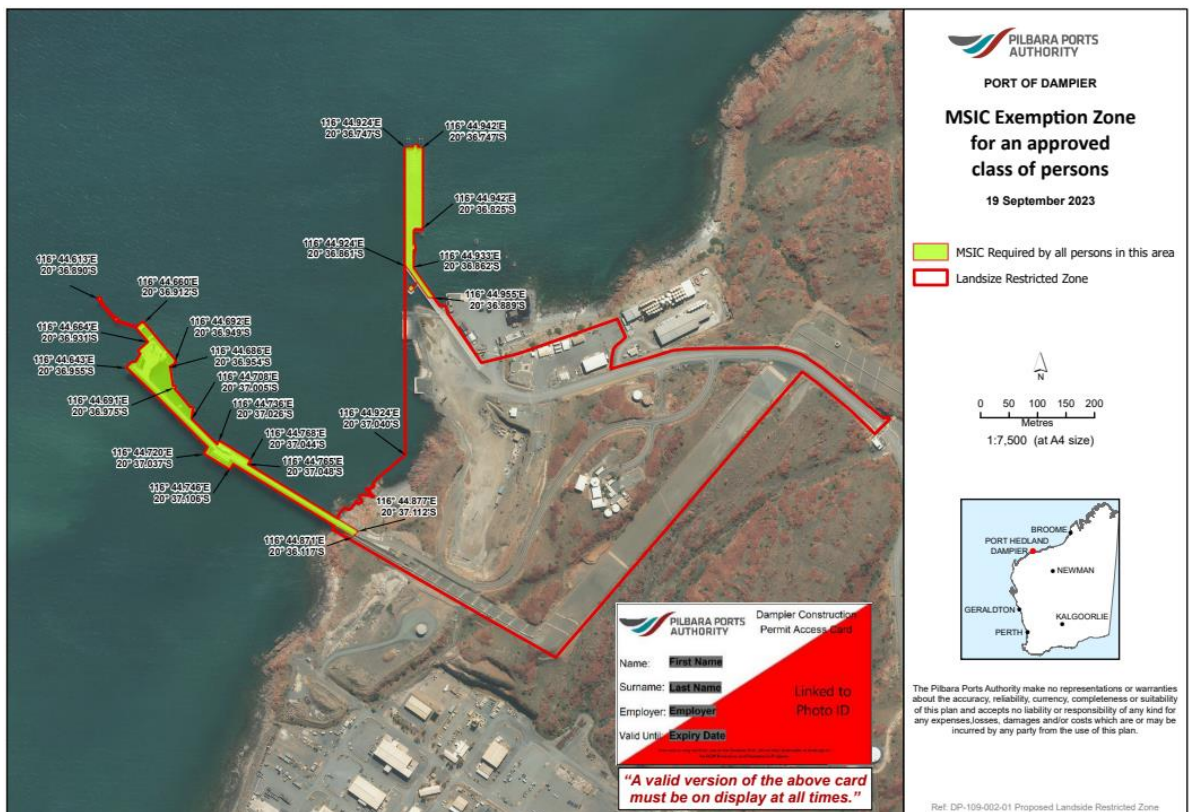
Personnel holding a Dampier Construction Permit Access Card are not authorised to enter the Dampier Cargo Wharf (DCW) or Bulk Liquids Berth (BLB) without permission from a member of the PPA Security Core Group. Any personnel, who fall into this category, observed on the DCW or BLB will be escorted off site immediately by a MSG, and their access will be disabled for 24 hours and will be required to recomplete the Dampier site specific induction module, prior to access being reinstated.

If any person has a second breach, the personnel will be escorted off site immediately by a MSG, and their access will be suspended. The matter will be referred to the Security Core Group for a determination of corrective action within one business day after the breach.

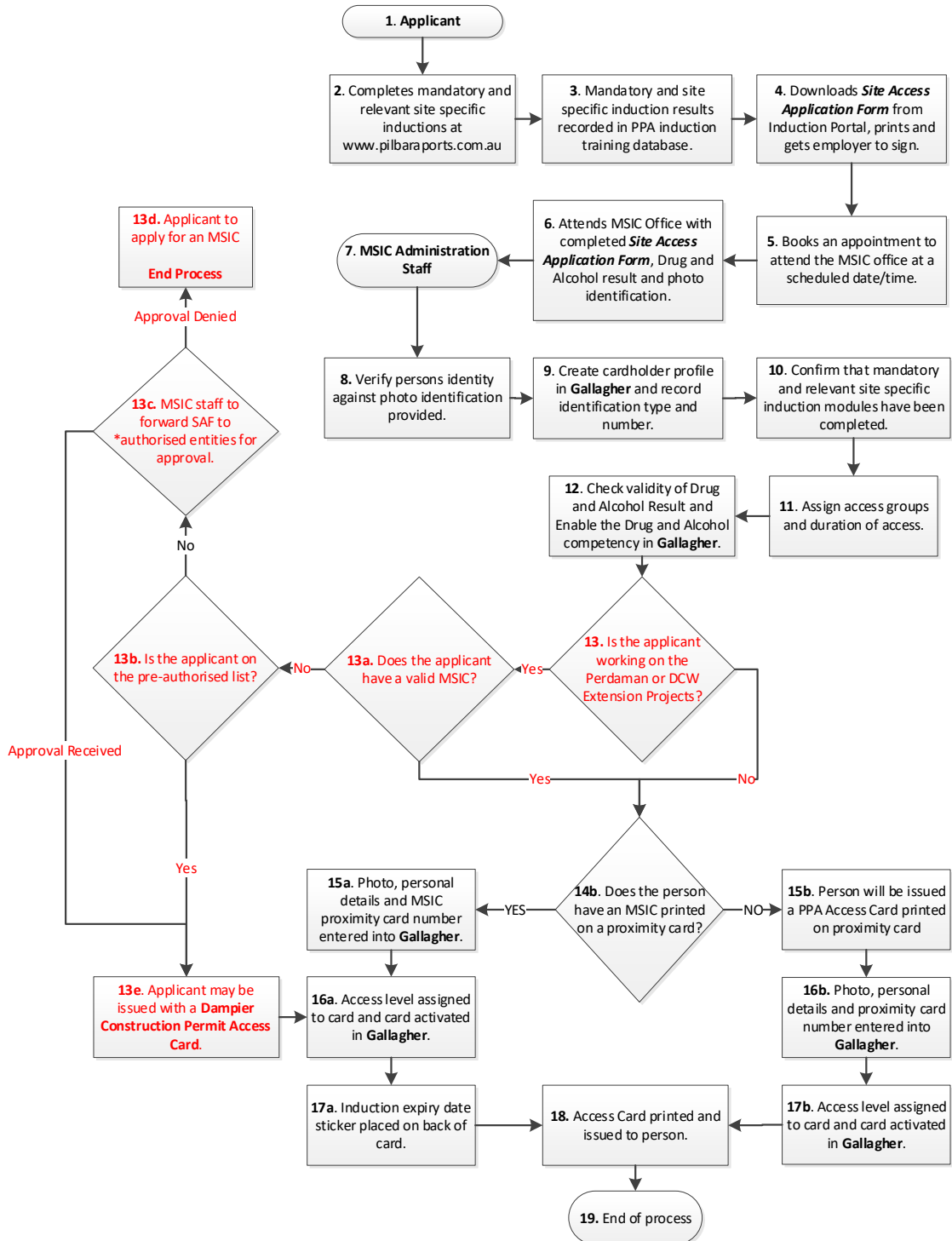
All breaches will be recorded in the Gallagher and Objective and communicated to authorised entities and/or SRPs.

7.6 Perdaman and Dampier Cargo Wharf (DCW) Extension Projects Exemption Area

The Dampier Construction Permit Access Card will allow the holder to access those areas within the red boundary line on the map below.



7.7 Unescorted access flowchart



Notes:

- If an MSIC printed on a proximity card is used as an access card it is only programmed to the expiry date of the MSIC or the induction expiry date, whichever comes first.
- Inductions are valid for a maximum of 24 months.
- A drug and alcohol screen is only required for the initial access card or a renewal which has expired by more than 6 months.
- *A person who is authorised to approve mobilisation of personnel who will be engaged in activities directly related to Perdaman and Dampier Cargo Wharf Extension projects.

8. ESCORTED ACCESS

The sections below detail the requirements for personnel who access PPA port facilities as a visitor.

8.1 Visitor

A person may access a PPA site as a visitor, however they must always be escorted by a person who holds a valid PPA access card. Refer to **Section 8.2** below.

A person may not access a PPA site as a visitor on more than five separate occasions in a 12-month period. This is a site-specific limit (i.e., a visitor may access all PPA sites on five separate occasions).

Visitors are unable to work or perform manual labour on a PPA site. They may drive a vehicle or attend meetings; however, they are not to utilise tools or machinery.

The Chief Executive Officer (CEO), General Manager Marine (GMM), General Manager Terminal Operations (GMTO) or the Security Core Group may use discretion on the five-visit rule or allow visitors to work. However, this is to be done on a case-by-case basis and only when deemed essential for operations or business connected to the PPA.

A visitor to a PPA site shall wear a yellow visitor card issued by PPA security and be continually monitored by their escort. Visitor passes will only be issued for the time that the visitor is expected to be on site.

Visitors are also subject to PPA random drug and alcohol testing.

8.1.1 Large groups of visitors

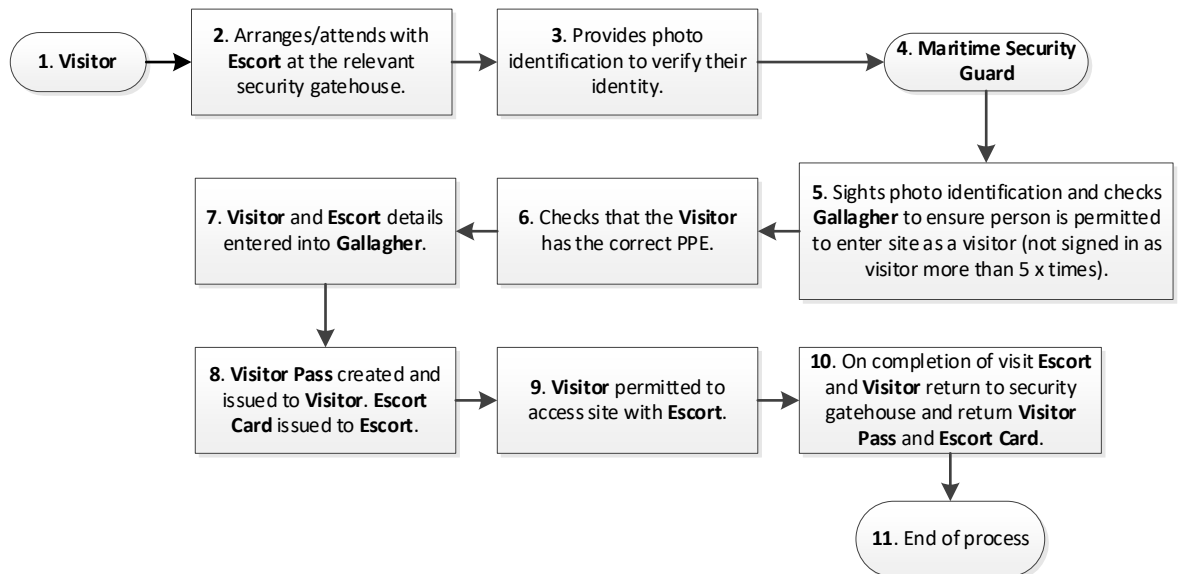
Members of the Security Core Group can authorise large groups to visit the port facilities. Such groups may include persons on tender site visits, busloads of students or VIP visitors, investors and teams of industry leaders, groups of Political leaders and the like. Whilst all of the requirements of **Section 8.1** must be satisfied, large groups may be escorted by only one escort and the record of their entry and departure from the port facility may be noted on the Daily Occurrence Log for the site visited. Further, their visit may be recorded in Gallagher in the “Cardholder notes” of the Escort.

8.2 Escort

Escorts are personnel who have been assigned to accompany, continuously monitor, and safeguard visitors to site, particularly while within restricted zones of a port facility. An escort must wear a green escort armband or lanyard provided by PPA security. Escorts must have a current PPA access card.

Escort must remain with their visitor at all times while on site. Failure to do so may result in the escort having their privilege to escort visitors being revoked.

8.3 Escorted visitor access flowchart



Visitors are classified as:

- Persons attending the port for an escorted tour
- Attending a meeting on site
- Persons attending the port for a tender briefing to enable preparation of a tender or quote, or to perform a visual inspection of the port or infrastructure
- Truck driver's doing one-off deliveries, who are unlikely to return to the port

Persons who require regular access to the port for any of the abovementioned activities must complete the required PPA inductions and be issued with a PPA access card.

Notes:

- A person is not permitted to work on a Visitor Pass except in exceptional circumstances which may impact on safety or port operations.
- An **Escort** must hold a valid **PPA Access Card**. An **Escort** for the Port of Dampier must hold a valid MSIC. Up to three **Escorts** may be assigned to a **Visitor** for operational flexibility.
- An **Escort** who does not continuously escort and monitor their **Visitor** and return the **Visitor** to the security gatehouse at the completion of their visit may have their privilege to sign-in **Visitors** revoked.
- A person is only permitted to enter a port facility five times as a **Visitor** in a 12 month period. The CEO, GMM, GMTO and Security Core Group can approve an extension to the five visit rule on a case-by-case basis and subject to operational need.
- Visitor Passes are only valid for the time that the **Visitor** is expected to be on site.

8.4 Non-MSIC holder escorted access to land-side restricted zones

All personnel who require unescorted access to an established Land-side Restricted Zone (LRZ) must be the holder of a valid Maritime Security Identification Card (MSIC). Personnel who do not have a valid MSIC printed on a proximity card will be issued with a separate PPA access card. The LRZ access assigned to the PPA access card will only be to the expiry date of the MSIC.

Personnel who are not the holder of a valid MSIC are classified as a visitor (to the LRZ) and must be continually escorted and monitored by the holder of a valid MSIC when accessing a LRZ.

Maritime Transport and Offshore Facilities Security Regulations 2003

escort means a person who escorts, or continuously monitors, another person in a maritime security zone.

Note: Unless exempt, an escort must hold a valid MSIC or valid temporary MSIC: see regulation 6.07J.

visitor, to a maritime security zone, means a person who is entitled to be in the zone because he or she is being escorted or continuously monitored.

Personnel that do not hold a valid MSIC who require access to a LRZ must attend the relevant security gatehouse with their escort before entering site. This must occur even if the person holds a valid site access card. MSGs will record the details of the visit in the persons profile in Gallagher. MSGs will record the valid MSIC number and expiry date of the person escorting the non-MSIC holder (visitor) into a LRZ. This enables PPA to monitor the number of visits that a person makes into a LRZ whilst not being the holder of a valid MSIC.

The maximum number of persons, who can be escorted by the holder of a valid MSIC, is six (6), and each person will only be permitted five escorted visits, following which, they must make application for an MSIC before any future visits will be granted. An extension to the five-visit rule or the maximum number of visitors who may be escorted will be considered on a case-by-case basis and can only be approved by the CEO, GMM, GMTO and Security Core Group.

9. OTHER VISITOR TYPES

The sections below detail other types of access that may be used in certain circumstances.

9.1 Group Access Visitor

Group Access Visitor (GAV) cards are issued to groups of five or more people who are escorted by a PPA inducted person to enter a PPA operated port facility. Their details are still recorded in Gallagher in cardholder notes and the daily occurrence log by MSGs.

9.2 Temporary Access Pass

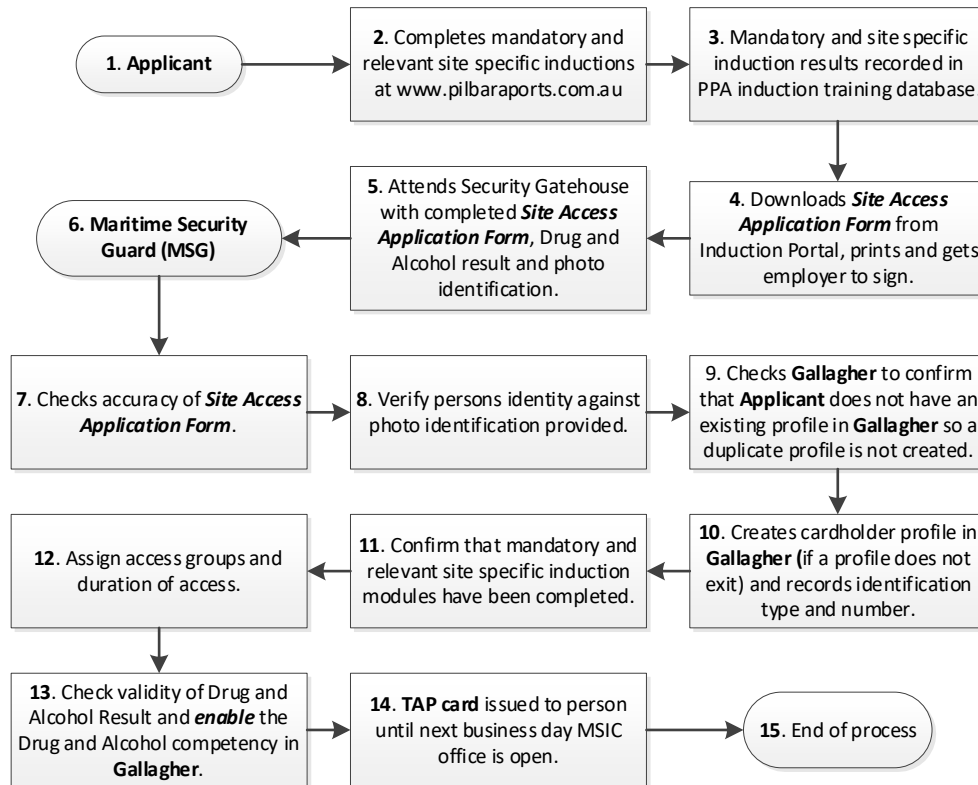
A Temporary Access Pass (TAP) is a temporary card issued by security personnel out of MSIC office hours to a person, who has met the required PPA access requirements, but have not yet been entered or had their access details updated in Gallagher.

Personnel who are given a TAP card are to report to the MSIC office at their earliest opportunity to be issued with the appropriate access card for unescorted access or to have their current access card updated.

A TAP card may also be issued to the holder of a valid PPA access card if the cardholder has misplaced (e.g., left at home), or it has been lost, stolen, or

destroyed. A TAP card may also be issued to a cardholder who has lost, misplaced or left their PPA access card at home.

9.3 Temporary Access Pass flowchart



Note:
A TAP card will only be issued for the minimum period which will allow the applicant to attend the MSIC office on the next business day the office is open.

9.4 Union Right of Entry

Union officials are given a right of entry (ROE) when the following requirements have been met:

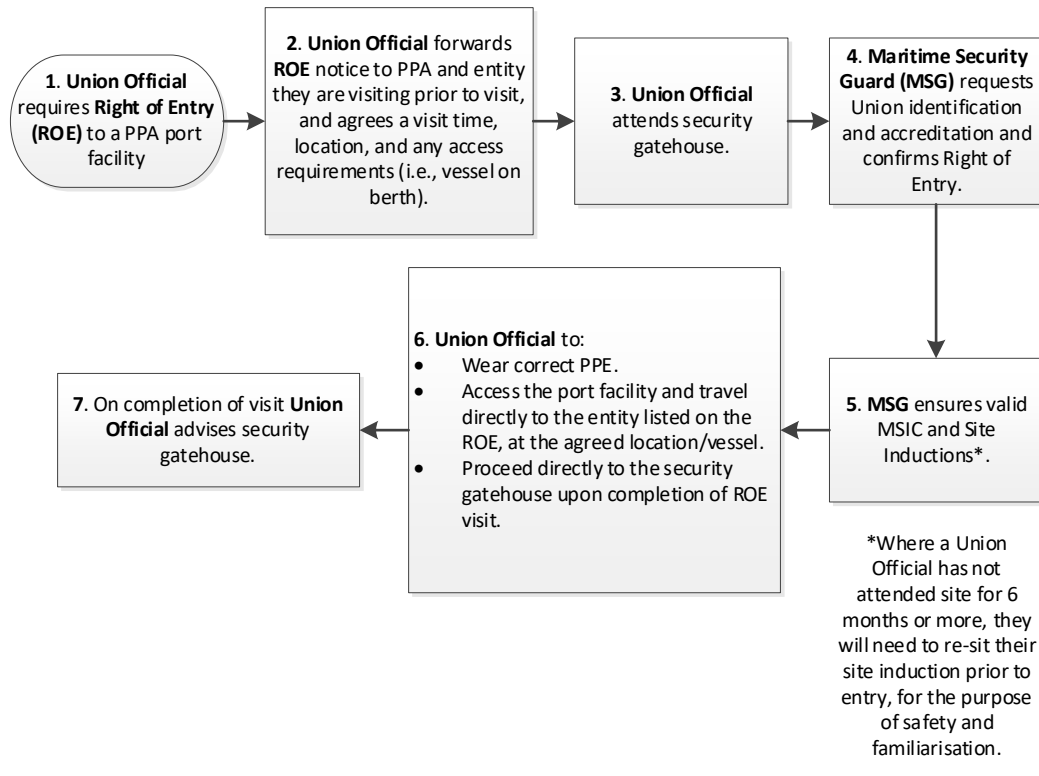
- PPA has received a completed Right of Entry (ROE) notice at least 24 hours prior to the proposed site entry (may be waived at PPA discretion);
- The union official has appropriate identification in his or her possession to indicate he or she represents the relevant union; and
- Has a valid PPA access card/induction and a valid MSIC (when required to access a Land-side Restricted Zone).

Union officials **do not** need to be escorted when accessing a PPA site.

Union official visits must be recorded in the relevant daily occurrence log. The visits do not get recorded in Gallagher cardholder notes as all access is recorded by Gallagher and is fully auditable.

A ROE is not required if the PPA or one of its lease holders invites a union official to their workplace.

9.5 Union Right of Entry flowchart



Notes:

A copy of the ROE must be forwarded to the Security and Operations personnel listed below, at least 24 hours prior to planned entry.

- The Operations Manager of the host facility/entity as detailed in the ROE.
- PPA Landside Operations team.
- The security gatehouse at the relevant port facility.
- The Security Manager and Security Supervisor.

9.6 Visitors to ships at PPA berths

Visitors to ships at PPA berths will generally be, but not limited to the persons listed below:

- Maintenance personnel who are required to perform maintenance or repairs on board the vessel;
- A representative from the ship owner or charterer; or
- The owner or receiver of cargo on board the vessel.

Any visitors who fit into this category must be in possession of statutory photo identification. All personnel must be named on the ship's crew list, if not, contact is to be made with the ship's captain or ship's agent to confirm the personnel are required to work on board the ship. For these visitors, an 'Escort' card is not required. Once the visitor is on board the vessel, they become the responsibility of the Master.

Visitors to ships must be escorted in by the holder of a PPA access card and valid MSIC, who in most circumstances will be the shipping agent.

The Security Core Group may authorise other personnel to visit a ship.

9.7 Crew shore leave or relief of crew; and access by visitors (including representatives of seafarers welfare and labour organisations)

A crew list including supernumeraries (if applicable) is provided by the vessel in its pre-arrival notification to the shipping agent, who provides a copy of the crew list to the port facility security gatehouse. Crew members who exit the port facility must produce statutory photographic identification and cannot re-enter unless this identification is produced and checked against the crew list by the MSG. All crew movements into and out of the port facility are recorded in the security daily occurrence log.

Any visitors who fit into this category must be in possession of statutory photo identification. All personnel must be named on the ship's crew list, if not, contact is to be made with the ship's captain or ship's agent to confirm the personnel are required to work on board the ship. For these visitors an 'Escort' card is not required. Once the visitor is on board the vessel, they become the responsibility of the Master. Visitors to ships must be escorted in by the holder of a PPA access card and valid MSIC, who in most circumstances will be the shipping agent. All other personnel seeking escorted visitor access to the port facility are required to visit the security gatehouse at the port facility entrance. MSGs will facilitate entry upon validation of site access requirements and upon recording of visitor information.

10. SITE SPECIFIC REQUIRMENTS

The following section details the site-specific requirements for access to the respective sites:

10.1 Port of Port Hedland

10.1.1 Eastern Harbour Port Facility

An MSIC is required for access into a LRZ at the Eastern Harbour Port Facility. A person who is not the holder of a valid MSIC may enter a LRZ; however, they must be continuously escorted and monitored by the holder of a valid PPA access card and a valid MSIC.

10.1.2 Utah Bulk Handling Facility

An MSIC is required for access into a LRZ at the Utah Bulk Loading Facility. A person who is not the holder of a valid MSIC may enter a LRZ; however, they must be continuously escorted and monitored by the holder of a valid PPA access card and a valid MSIC.

10.1.3 Nelson Point Tug Haven

The area within the Nelson Point Tug Haven perimeter fence is designated as a LRZ and as such all personnel who require access to the Nelson Point Tug Haven must be the holder of a valid MSIC. If a person who is not the holder of a valid MSIC requires access to the Nelson Point Tug Haven, they must be continuously escorted and monitored by the holder of a valid MSIC.

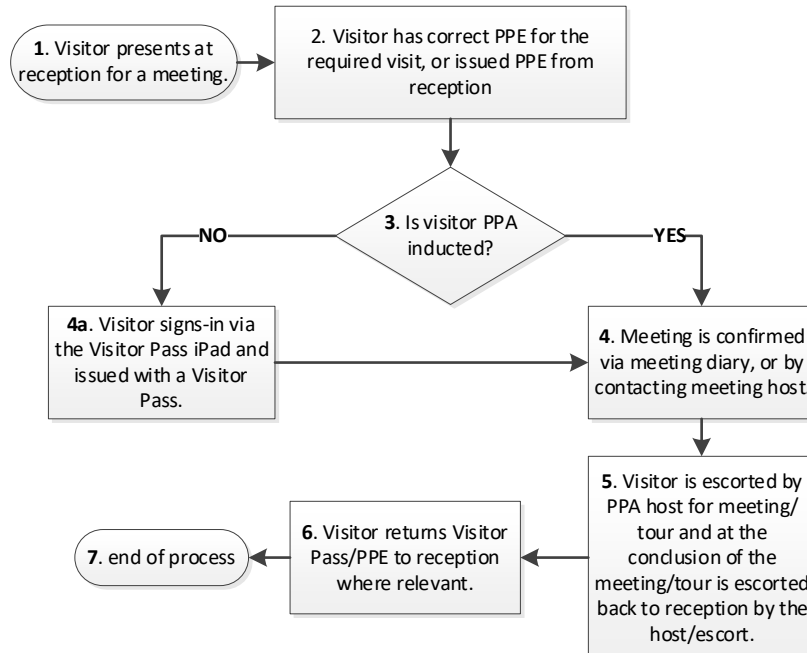
As the Nelson Point Tug Haven is a BHP lessee site personnel must also be approved by a representative of one of the following companies before access is assigned to their PPA access card:

- BHP; or
- Rivotow Marine.

PPA and contractor personnel listed below require operational access to the Nelson Point Tug Haven:

- PPA Terminal and Marine Operations;
- PPA Maintenance;
- Port Hedland Pilots; and
- Odyssey Marine.

10.1.4 Port Hedland Meeting Procedure Flowchart



Notes:

- Visitors do not require ID if they are not proceeding past the IMOC Reception.
- However, ID must be presented if the meeting or visit is going to proceed past the IMOC Reception and into the operational port area.

10.2 Port of Dampier

The whole of the Dampier Port Facility from the entry/exit gates is a LRZ and as such all personnel who require unescorted access must be the holder of a valid MSIC. A person who is not the holder of a valid MSIC may enter the Dampier port facility; however, they must be continuously escorted and monitored by the holder of a valid MSIC.

The table below lists the different access types for the Port of Dampier.

Status	Valid MSIC Holder	PPA Inductions Completed	Access	Conditions
Visitor	✓	✓	Unescorted Access	There must be an operational need for the visit.
Visitor	✗	✗	Escorted Access	
Visitor	✓	✗	Escorted Access	
Visitor	✗	✓	Escorted Access	
Worker/Contractor (Including Truck Drivers)	✓	✓	Unescorted Access	There must be an operational need for the visit.
Worker/Contractor (Including Truck Drivers)	✗	✗	No Access	In exceptional circumstances, which may impact on the safety or operations of the port, the Security Core Group will assess on a case-by-case basis. Escorted access will be risk assessed and a record of the approval must be recorded in Gallagher card holder notes.
Worker/Contractor (Including Truck Drivers)	✓	✗	No Access	In exceptional circumstances, for operational or safety reasons, the Security Core Group will assess on a case-by-case basis and may grant escorted access. In such instances, access will be risk assessed and a record of the approval must be recorded in Gallagher card holder notes.
Worker/Contractor (Including Truck Drivers)	✗	✓	No Access	For operational reasons, escorted access may be approved by the Security Core Group. However, there will be a limit of 5 escorted visits.
Worker/Contractor working on Perdaman	✗	✓	Unescorted Access	Approval has been granted for PPA to provide MSIC

or DCW Extension Project				exemptions to all persons, workers and contractors who will be engaged in activities directly related to the Perdaman and DCW Extension projects.
Worker/Contractor working on Perdaman or DCW Extension Project	✓	✓	Unescorted Access	There must be an operational need for the visit.
Ship's Crew, Contractors, and Visitors	✓	✓	Unescorted Access	There must be an operational need for the visit.
Ship's Crew, Contractors, and Visitors	✗	✗	Escorted Access	All personnel MUST be named on the ship's crew list, if not, contact the Ship's Captain or Ship's Agent to confirm the personnel are working ON the ship. For operational reasons, escorted access may be approved by the Security Core Group.
Ship's Crew, Contractors, and Visitors	✓	✗	Escorted Access	All personnel MUST be named on the ship's crew list, if not, contact the Ship's Captain or Ship's Agent to confirm the personnel are working ON the ship. For operational reasons, escorted access may be approved by the Security Core Group.
Ship's Crew, Contractors, and Visitors	✗	✓	Escorted Access	All personnel MUST be named on the ship's crew list, if not, contact the Ship's Captain or Ship's Agent to confirm the personnel are working ON the ship. For operational reasons, escorted access may be approved by the Security Core Group.

10.2.1 Dampier Bulk Liquids Berth (BLB)

The BLB is a wharf used for the import and export of liquid cargo including Fuel and Anhydrous Ammonia. While the BLB is being used for the loading or unloading of ships, the whole berth from the entry/exit boom gates is under the operation and control of the company involved in this activity. This will usually be Viva Energy for diesel fuel and Yara Pilbara for Anhydrous Ammonia. As this is a Security Sensitive Area, access to the BLB is strictly controlled, (Refer Table at **Section 11.1** below).

10.3 Port of Ashburton

10.3.1 Land-side Restricted Zone access

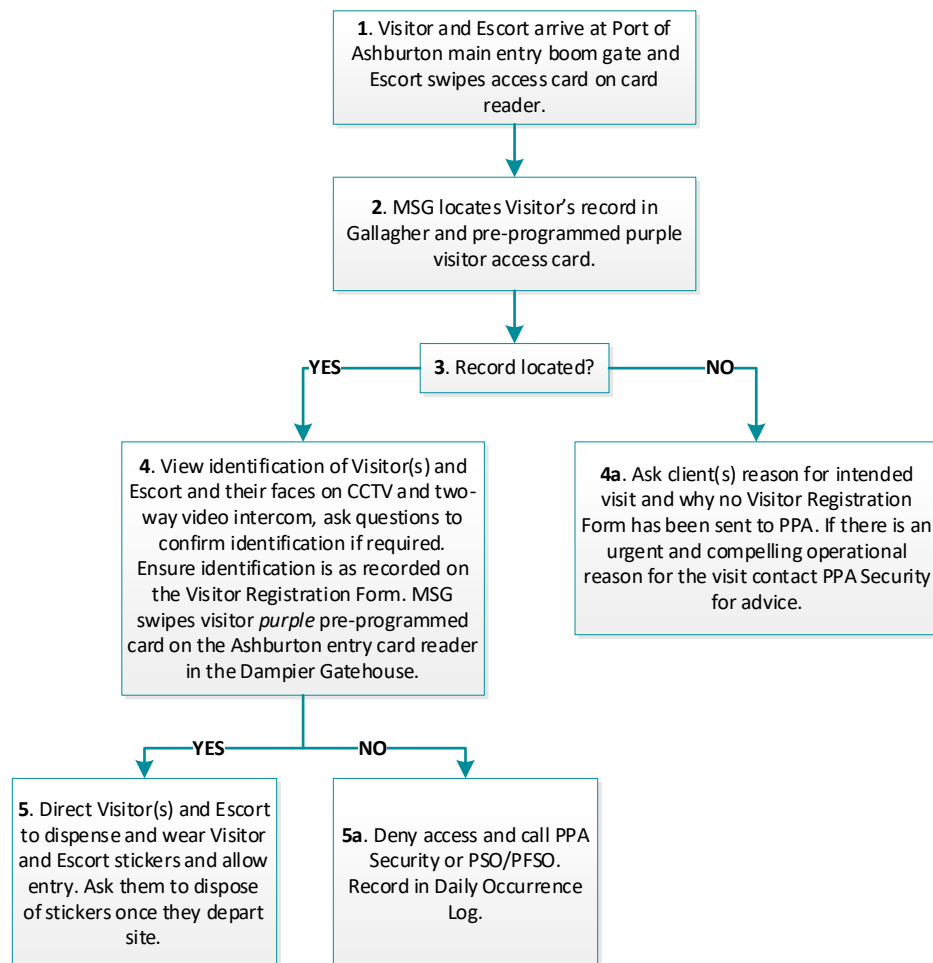
An MSIC is only required for access to the Ashburton Cargo Wharf (ACW) berths LRZ when the LRZ is established. The LRZ will be established 30 minutes prior to the arrival of security regulated fuel or chemical ship and remain in effect until 30 minutes after the ship departs.

10.3.2 Visitor access

All non-inducted personnel must submit a completed Port of Ashburton Visitor Registration Form (A798494) and submit this form to securitygate.dampier@pilbaraports.com.au 24 hours prior to the intended visit. At the time of the visit to the Port, the visitor must be escorted by the holder of a valid PPA access card who was nominated on the Visitor Registration Form.

Access for drivers of one-off or low-volume access transferring through the port facility will be assessed on a case-by-case basis. On each occasion the visit must be approved by a member of the Security Core Group.

10.3.3 Port of Ashburton Visitor Access Flowchart



10.3.4 Shutdown personnel transfers through the main entry gate

During major maintenance shutdown activities Chevron Australia Pty Ltd (CAPL) may require large groups of shutdown personnel to transfer through the main entry gate to access the gas plant via one of the four gates located off the Port Access Road.

For PPA to facilitate shutdown personnel access through the main entry gate CAPL must notify PPA in advance of the following:

- Duration of shutdown activities and the time access will be required;
- The number and registration numbers of buses engaged in shutdown activities; and
- The names of all shutdown personnel, including date of birth, and identification type and number.

The person escorting (e.g., bus driver) shutdown personnel must be the holder of a valid PPA access card.

The above process will also apply to shutdown personnel who transfer through the main entry gates to work on the Mineral Resources (MRL) site.

11. SECURITY SENSITIVE AREAS

The areas listed below are all classified as security sensitive areas. Access to security sensitive areas must be approved by the relevant stakeholder.

- ICT Server Rooms
- Vessel Traffic Service Centres (Dampier and Port Hedland)
- Dampier Bulk Liquids Berth
- Stores (Port Hedland, Eastern harbour).

11.1 Security Sensitive Area Stakeholders

The table below lists the stakeholder responsible for those access groups that allow access to security sensitive areas.

Stakeholder	Access Group
ICT Superintendent	Dampier - ICT
ICT Superintendent	Dampier – GA – Comms and Server Rooms
Harbour Master Central (Dampier)	Dampier GA – BLB Access (Incl. PPA 24/7/365)
Harbour Master Central (Dampier)	Dampier GA – BLB Staff Access Denied when Locked Down
Harbour Master Central (Dampier)	Dampier GA – VTS Control Room – HM aprvl reqd VTSO excluded
Security Supervisor	Dampier - Security

Manager Technology & Information Programs	Hay St – Level 4 & 5 All Access
Harbour Master (Port Hedland)	PH East – IMOC Marine Operations Personnel
Harbour Master (Port Hedland)	PH East – IMOC VTSO's
Stores Supervisor	PH East - Stores
ICT Manager	PH East MSIC – ICT Personnel
Security Manager	PH East – All Access All Levels (Security Personnel)
ICT Manager	PH Utah – ICT Personnel
Security Manager	PH Utah – All Access All Levels (Security Personnel)

12. EXCEPTIONS

The section below details approved exceptions to this procedure.

12.1 MSIC exceptions

The personnel listed below are exempt from holding an MSIC inside a LRZ when on official business:

- Australian Border Force personnel;
- Australian Defence Force personnel;
- Federal/State/Territory Police; and
- Hazard Management Agency personnel responding to an emergency.

12.2 General access and visitor exceptions

The CEO, GMM, GMTO and Security Core Group may also waiver any access requirement that is in line with the procedures detailed in the relevant approved Maritime Security Plan (MSP) when deemed in the interest of the PPA.

12.3 Exceptions during an emergency

During an emergency, site access requirements do not apply to the responding or controlling personnel. On cessation of the emergency the normal site requirements again apply.

13. SITE ACCESS SUSPENSIONS AND CANCELATIONS

A person’s access can be suspended, refused, or cancelled by HR personnel, the Security Supervisor or Security Manager pending the outcome of any investigation into any incidents contravening a PPA procedure.

The Security Core Group may also suspend a person’s access due to security breaches or other events, subject to the Remedial Actions for Security Breaches Procedure.

Once a decision has been made to suspend, refuse, or cancel access a note will be made on the persons profile in Gallagher. At all times, a note will include who is the best point of contact should access need to be reinstated by another person.

13.1 Reinstatement of access for personnel who have not accessed a PPA site for more than six months

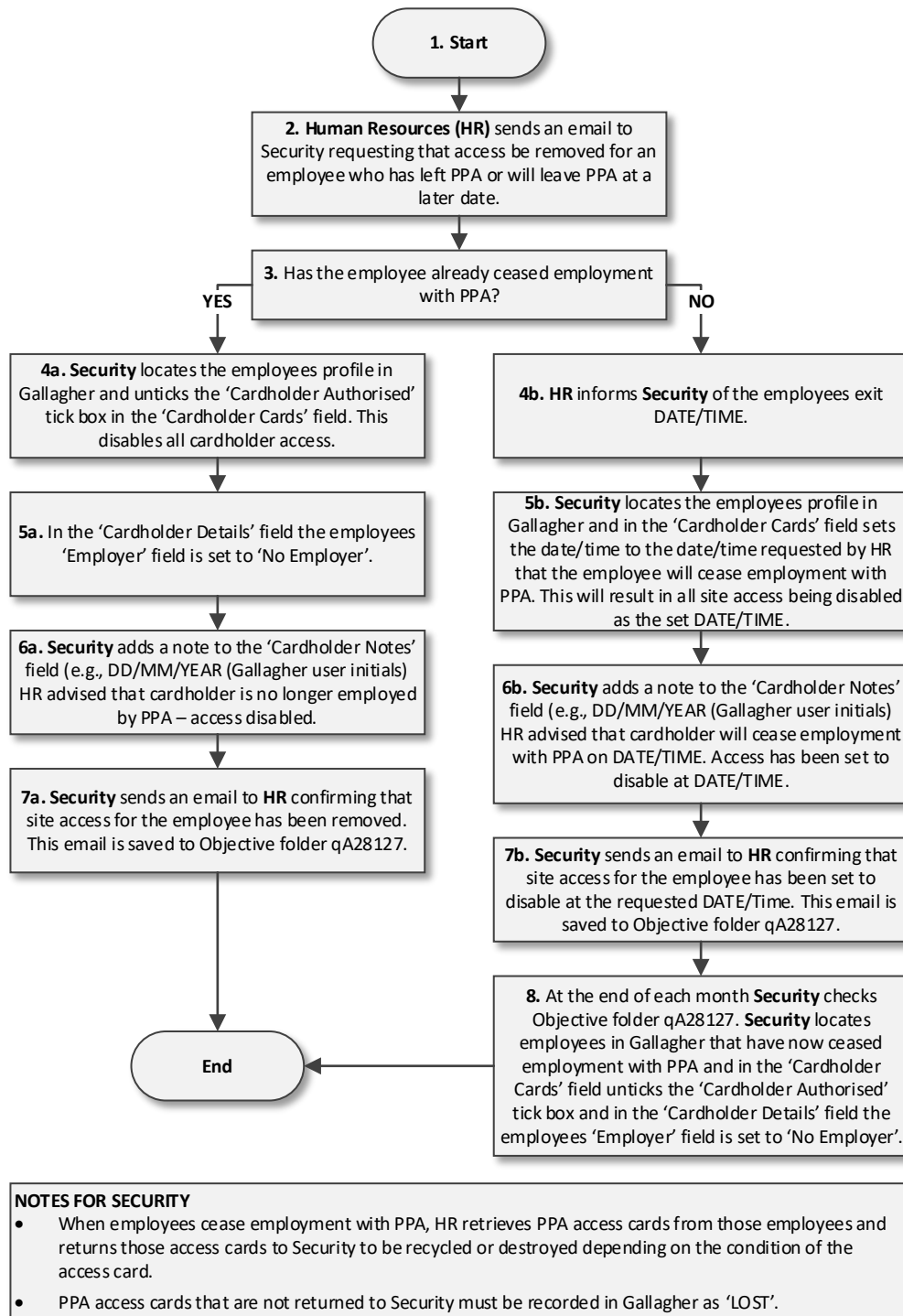
For access to be reinstated the affected card holder will need to arrange a familiarisation tour of the facility they require access to. The tour can be with a person from their organisation or an authorised sponsor from the entity who engages the contractor to perform work on PPA sites. This will ensure that the card holder is informed/aware of any changes that have occurred since they last accessed that site.

At the completion of the familiarisation tour the affected card holder and their sponsor will need to present back to the security gatehouse with a completed Access Reinstatement Form (A811830) to validate that they have completed a familiarisation tour. Once security personnel have received the Access Reinstatement Form that has been approved by a PPA Representative or the entity engaging the contractor, access will be reinstated.

Access Reinstatement Forms must be retained by the relevant gatehouse and forwarded to PPA Security for filing in Objective.

13.2 Removing site access when employees cease employment with the PPA

The flowchart below details the process that must be followed when employees exit PPA.



14. CHANGES IN ACCESS CARDHOLDER'S CIRCUMSTANCES

The sections below detail the requirement that applies to a change in cardholders circumstances.

14.1 Lost, stolen or destroyed access cards

It is the card holder's obligation to notify the PPA if their access card has been lost, stolen, or destroyed. Once notified PPA will ensure that the access card is disabled immediately in Gallagher. A replacement card will be issued at no cost to the card holder.

A maximum of two (2) replacement access cards will be issued per cardholder, at no charge. If a card is lost or destroyed after the second replacement has been issued, PPA will not replace any further cards.

14.2 Change of employer details

Card holders are required to notify MSIC personnel of a change in employer details. An access card that does not have the name of a card holder's current employer on the card will be classified as an invalid card. When changing from one employer to another, the card holder must provide the relevant PPA MSIC office with a completed PPA Site Access Application Form that has been authorised by their new employer and a SRP.

Security personnel will check access cards on a regular basis and advise those access card holders who have changed employers that they must attend the MSIC office to be issued with a new access card with their new employer's details and record the relevant information within the EACS. If a person who has changed employers fails to attend the MSIC office to have their employer details updated within 48 hours, their card will be seized and made inactive within Gallagher.

14.3 Leaving employment

When a card holder leaves their employment, no longer has an operational need for a PPA access card or their access card expires, the card must be returned to the MSIC office for disposal. PPA will disable the card immediately in Gallagher if it has not expired.

14.4 Expired access cards

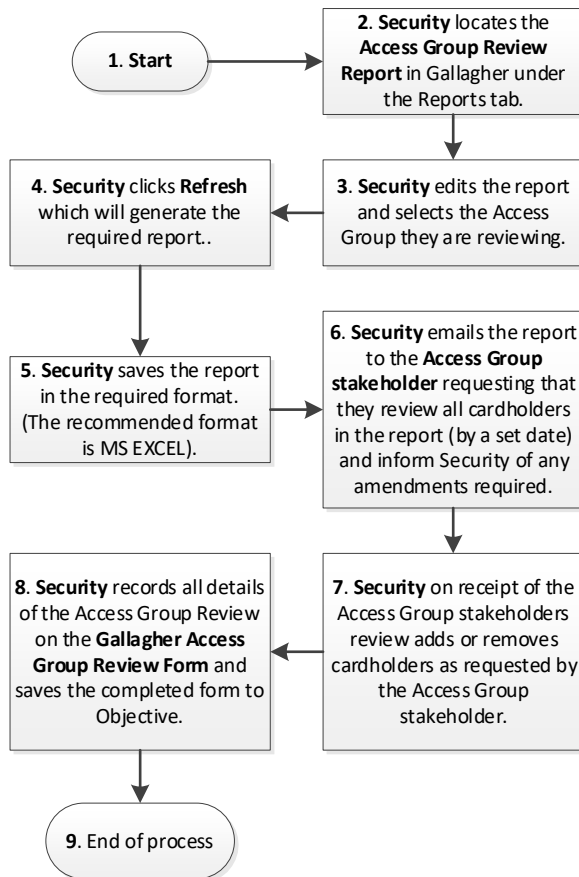
If a card holder's PPA access card expires, it generally means their PPA inductions have expired. As a result, the mandatory inductions must be re-sat, prior to attending the MSIC office to get their card reactivated.

15. ACCESS GROUP REVIEWS

Six monthly reviews will be conducted of access groups that provide access to areas classified as critical to confirm the appropriateness of personnel who have access to those areas.

Access group reviews will be recorded on the Gallagher Access Group Review Form. Completed forms will be saved to the Access Group Reviews folder in Objective (qA49969)

15.1 Access Group Review Flowchart



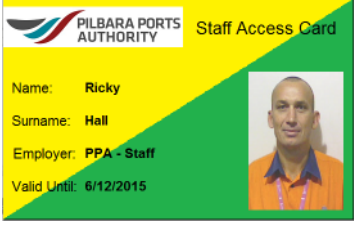
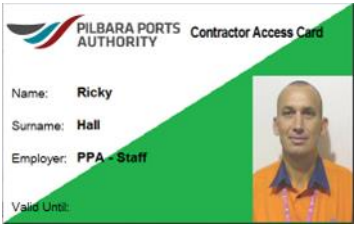
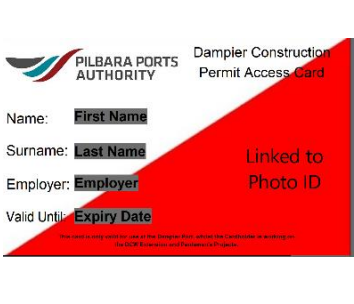


16. DETERMINATION BY SECURITY CORE GROUP

The Security Core Group may make a determination on any breach of any section of this procedure. Such determinations must be recorded in Objective and/or Gallagher.




17. CARD TEMPLATES

The following templates are to be used as a guide for personnel to be able to read and apply this procedure.



17.1 Access card templates

Access Card Types	Comments
	<p>Yellow/green access cards are issued to PPA staff for access to a PPA operated port facility.</p>
	<p>White/green access cards are issued to contractors and port user personnel for access to a PPA operated port facility</p>
	<p>White/Red access cards are issued to workers/contractors who are on an approved list of personnel to work without an MSIC or under escort, while working on the Perdaman and Dampier Cargo Wharf Extension Projects. These personnel are restricted to areas within the boundary line indicated in Section 7.6</p> <p>This card MUST be displayed at all times whilst on the Dampier site.</p>
	<p>Orange access cards are issued to personnel who require access to the Port Hedland Nelson Point Tug Haven and who are the holder of a valid MSIC which is not printed on a proximity card.</p>
	<p>Pink temporary access passes (TAP) are issued to those personnel, who have completed the required PPA inductions and have not yet been able to attend the MSIC Office to obtain their permanent PPA access card. To be issued a tap card the person must have in their possession their completed PPA Site Access Application Form and, Drug and Alcohol results.</p>

17.2 Visitor card templates

Visitor Card Types	Comments
 <p>The card features the Pilbara Ports Authority logo at the top, the word 'VISITOR' in large black letters in the center, and a return instruction at the bottom: 'This card MUST be returned to the PPA Security Gatehouse'.</p>	<p>Yellow visitor access cards are issued to all visitors who require access to a PPA operated port facility.</p>
 <p>The card features the Pilbara Ports Authority logo at the top, the word 'ESCORT' written vertically in large black letters in the center, and a return instruction at the bottom: 'This card MUST be returned to the PPA Security Gatehouse'.</p>	<p>A green escort card is issued to personnel who have been assigned to accompany and safeguard visitors to site. Escorts must have a current PPA access card and MSIC if applicable. While in the LRZ the escort must remain with and continuously monitor the visitor(s).</p>
 <p>The card features the Pilbara Ports Authority logo at the bottom, and the words 'GROUP ACCESS VISITOR' stacked vertically in large black letters. The 'G' is followed by 'ROUP', 'A' by 'CESS', and 'V' by 'ISITOR'.</p>	<p>Blue Group Access Visitor (GAV) cards are issued to groups of five or more people who are sponsored by a PPA inducted person to enter a PPA operated port facility.</p>

17.3 Maritime Security Identification Card templates

MSIC and Temporary MSIC	Comments
	<p>MSIC is a consistent maritime identification card issued to identify a person who has been the subject of a background check to ensure port security is consistent Australia-wide. An MSIC is issued to applicants who need access to Restricted Zones within a security regulated port.</p> <p>Note: MSIC's can be printed on proximity cards.</p>
	<p>A Temporary MSIC may be issued to a person who has applied for a blue MSIC and been approved by AusCheck to be issued a blue MSIC.</p> <p>The identification type and number that the card holder uses when issued the Temporary MSIC must always be carried by the person to identify themselves when using the Temporary MSIC in a Maritime Security Zone.</p> <p>Temporary MSICs are valid for two months or when their blue MSIC arrives from printing – whichever comes first.</p>

18. DOCUMENT OWNER

The Security Manager is responsible for this procedure.